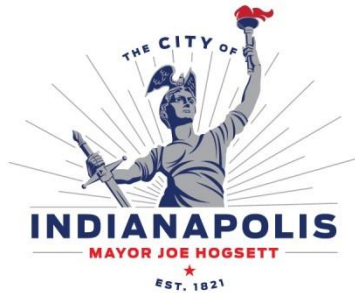


REQUEST FOR PROPOSALS (RFP)
(PUBLIC OFFERING – PROPERTY FOR LEASE)
RFP-BRP-01-16

Improved Industrial Property
3033 Moore Avenue
AKA 101 S. Parker Avenue



City of Indianapolis
Joe Hogsett, Mayor

March 1, 2016
Department of Metropolitan Development
Emily Mack, Director

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REQUEST FOR PROPOSALS (RFP) (PUBLIC OFFERING)

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Offering packet may be picked up in the City-County Building, 200 E. Washington Street, Room 2042, Indianapolis, Indiana on weekdays from 8:00 am until 5:00 pm. EST. Please direct questions about receiving packets to Piers Kirby at the above address, by phone at 327-5131, or via email at piers.kirby@indy.gov.

SECTION A: NOTICE OF REAL ESTATE FOR LEASE

Notice is hereby given by the Department of Metropolitan Development (DMD), that on the **16th day of March, 2016** at 1 p.m., local time (EST), the Metropolitan Development Commission (MDC), in the Public Assembly Room of the City-County Building, 200 East Washington Street, Indianapolis, Indiana, will open and consider written offers for the lease of certain property (the "Property").

The Property is generally described as industrial warehouse space located at 3033 Moore Avenue in an area commonly known as the Mallory Complex.

The MDC may reject any or all proposals or may make award(s) to the highest and best bidder. In determining the best proposal, the MDC will take into consideration the following factors:

- Description and character of the proposed use(s)
- Proposed lease price and terms, including square footage, insurance, security *etc.* appropriate to the proposed use
- Compatibility of the proposed use with future development at the Mallory Complex
- Any economic development benefits from the tenant's uses, such as:
 - number of jobs to be created
 - amount of construction investment
 - projected average hourly wages for employees
- Bidder's Experience and Qualifications with respect to the proposed use
- Bidder's demonstrated financial responsibility (financial statements, prior projects, *etc.*)
- Bidder's willingness to enter into Project Agreement, if appropriate

LEGAL DESCRIPTION

NOTE: For purposes of the preparation of these descriptions, no surveys of the described real estate were performed and no monuments were set. Legal descriptions are from the public assessor records.

3033 Moore Avenue

Size: 3.933 Acres

Local Parcel # 1105293

Current zoning: I-3U

Legal Description:

CHRISTIANS E WASH ST ADD L24 & L55 THROUGH L64 & PT L21 THROUGH L23 & P.R.
MALLORY CO RESUB PT L2 BEG NW COR L2 P.R. MALLORY SUB N 25' E 374.44' S13.17' E 30.7'
SE 119.12' S 33.02' E 15' NE36.84 SE34.86 W 991.15' N 44.22' W105.2 N 145' E 556' TO BEG
3.933 AC.

1. Offering packet may be picked up in Room 2042, City-County Building, 200 E. Washington Street, Indianapolis, Indiana between the hours of 8:00 am and 5:00 pm weekdays beginning on the **1st day of March, 2016**. Please direct questions about receiving packets

to Piers Kirby at this location address, by email at piers.kirby@indy.gov, or at 327-5131.
Items included in offering packet:

- Section B: Instructions to Bidders
- Section C: Offering Sheet
- Attachment #1: Proposal Lease & optional Project Description
- Attachment #2: Statement of Bidder's Qualifications

2. Offers submitted by a trust (as defined in IC 30-4-1-1(a)) must identify each:
 - Beneficiary of the trust; and
 - Settler empowered to revoke or modify the trust.
3. Bidders must submit sealed offers containing the following materials: (1) original copy of the Proposal; three (3) additional print copies; one (1) electronic copy on CD-ROM.

All submissions to this RFP must be made to Room 2042, City-County Building, 200 E. Washington Street, Indianapolis, Indiana 46204 by **12:00 noon EST on March 15, 2016.**

End of Section A: Notice of Real Estate for Lease

SECTION B: INSTRUCTIONS TO BIDDERS

**Improved Industrial Land
3033 Moore Avenue
Department of Metropolitan Development
Indianapolis-Marion County, Indiana**

1. **GENERAL:** In accordance with Indiana law, the Metropolitan Development Commission (the "MDC") is offering for lease ("Lease") the property described in the Offering Sheet included in this bid package (the "Property").
 - a. The notice of the Real Estate for Lease was published in *The Indianapolis Star* and *The Court and Commercial Record*. The Lease will be governed by MDC procedures; and all proposals must be prepared and submitted in accordance with these procedures to qualify for consideration by the MDC.
 - b. Depending on the proposal, the Lease may require a **Project Agreement**, which shall set forth the nature of any development of the Property. If so, bidder shall execute such an agreement with the Department of Metropolitan Development (the "DMD"), on behalf of the MDC, within sixty (60) days of the acceptance of the bids.
 - c. The **Offering Sheet** for the Property states the **minimum offering price and other essential terms**. Bidders must make an offer of **at least the minimum lease price of \$3.12 per square foot of building space for the space proposed to be leased, which may be all or part of the building (total available space is equal to Two Hundred Forty Eight Thousand Five Hundred and Sixty Dollars (\$248,565.00) per year)**, and address the essential terms requested on the Offering Sheet.
 - d. A bid submitted by a trust (as defined in IC 30-4-1-1(a)) must identify each: (A) beneficiary of the trust; and (B) settler empowered to revoke or modify the trust.
 - e. In order to enable bidders to locate and identify the Property offered, the DMD has made available the **disposition map** of the area showing the size and location of the Property being offered.
2. **SEALED OFFERS:** Sealed written offers, in accordance with these Instructions to Bidders and on the forms attached hereto, will be received by the DMD in Room 2042 of the City-County Building, until **12:00 noon EST on, March 15, 2016**. Each bidder shall submit one original proposal, 3 print copies, and 1 electronic copy on CD-ROM. The DMD will publicly open and consider all written offers at a public meeting of the MDC at **1:00 p.m. EST on March 16, 2016, in the Public Assembly Room of the City-County Building**. All exhibits, drawings, renderings and other material to be used in such presentation that are in addition to the sealed bid shall be deposited by each bidder at the time of the submission of the written offers and shall be retained by the DMD. Within ten (10) days after an award is made, unsuccessful bidders may pick up their supplemental exhibits, after which date all remaining materials will be disposed of in any manner the DMD deems appropriate.

All exhibits and graphics of the successful bidder(s) remain the property of the DMD. The successful bidder(s), however, may arrange to borrow the graphics for other presentations.

3. **FORM OF OFFER:** Every offer must be made on the forms attached hereto. Any additional information should be submitted as an attachment to the form(s) provided.
4. **EXPLANATIONS WRITTEN AND ORAL:** Should a bidder find any discrepancy in or omission from these Instructions to Bidders or any other forms in the bid packet, or should the bidder have questions regarding any aspect of this offering, the bidder shall submit written questions to Piers Kirby, Senior Project Manager, DMD, at the City County Building, Suite 2042, 200 E. Washington Street, Indianapolis, IN 46204 or email to: piers.kirby@indy.gov **by 5:00 pm EST on , March 9, 2016.**
5. No oral interpretation or oral instructions will be made to any bidder as to the meaning of the bid packet or any part thereof. Every request for such an interpretation or instructions shall be made in writing or emailed to the DMD no later than **5:00 pm EST on, March 9, 2016.** The DMD intends to respond in writing or email to all questions that will be an addendum to the bid packet, and such information will be provided to all bidders receiving a bid packet and when issued will be on file in Room 2042 of the City-County Building. All such addenda shall become part of the bid packet, and all bidders shall be bound by such addenda, whether or not received by the bidder. The DMD, its representatives, employees, or agents will not be responsible for any oral instructions and/or interpretations.
6. **REJECTION OR ACCEPTANCE OF OFFERS:** The MDC reserves the right to accept, reject, or table any and/or all offers. If the MDC accepts an offer, the successful bidder(s) shall begin negotiating the Lease and Project Agreement, if any, within ten (10) days after such bidder is notified of acceptance.
7. **LEASE PRICE AND OTHER TERMS:** The lease price of the Property to be leased under **the terms of this offering shall not be less than the minimum lease price of \$3.12 per square foot of building space for the space proposed to be leased, which may be all or part of the building (total available space is equal to Two Hundred Forty Eight Thousand Five Hundred and Sixty Dollars (\$248,565.00) per year).** as shown on the Offering Sheet, or as allowed by Indiana law.
8. **HIGHEST AND BEST OFFER:** In determining the highest and best offer, the DMD, on behalf of the MDC, shall take into consideration the following: the lease price offered, any project description, economic development benefits, compliance with the Request for Proposals, experience and qualifications of the bidder(s), and the readiness to enter into a Project Agreement, if any. Satisfying these factors will assure the DMD and the MDC that the Lease, if made, will best serve the interests of the community both from the standpoint of human needs and economic values.

9. **DEVELOPMENT PLAN/ LEASE TERMS:** Bidder shall submit an Attachment #1 Proposal for Lease with an optional-Project Description, as well as any exhibits, drawings, renderings, plans, and other material that illustrate the development plan proposed and any other pertinent information the bidder may wish to submit to further illustrate his/her proposed development plan; and it will be deposited with the DMD. Bidders are suggested to limit development plans to no more than ten (10) pages.

END OF SECTION B: INSTRUCTIONS TO BIDDERS

SECTION C: OFFERING SHEET

METROPOLITAN DEVELOPMENT COMMISSION Indianapolis-Marion County, Indiana

Lease of Improved Commercial Property 3033 Moore Avenue

The Department of Metropolitan Development (the "DMD"), on behalf of the Metropolitan Development Commission (MDC), is willing to entertain proposals for lease of the Property, described as follows:

Legal Description:

NOTE: For purposes of the preparation of these descriptions, no surveys of the described real estate were performed and no monuments were set. Legal descriptions are from the public assessor records.

3033 Moore Avenue

Size: 3.933 Acres

Local Parcel # 1105293

Legal Description:

CHRISTIANS E WASH ST ADD L24 & L55 THROUGH L64 & PT L21 THROUGH L23 & P.R. MALLORY CO RESUB PT L2 BEG NW COR L2 P.R. MALLORY SUB N 25' E 374.44' S13.17' E 30.7' SE 119.12' S 33.02' E 15' NE36.84 SE34.86 W 991.15' N 44.22' W105.2 N 145' E 556' TO BEG 3.933 AC.

The DMD will publicly open all written offers at 1:00 P.M. EST on, March 16, 2016 at the MDC meeting in the Public Assembly Room, second floor of the City-County Building, 200 East Washington Street. The DMD and/or its representatives and agents will then review all proposals and make a recommendation to the MDC, which will make an award or reject all offers at a subsequent MDC meeting. The bidder(s) shall prepare a bid for the lease of the offered Property. The Commission will review and analyze offers to lease this Property with the following conditions and priorities:

1. **The current zoning is I-3U.**
2. Any development of the Property should be compliant with the Marion County Comprehensive Plan.
3. **Lease/Project Agreement:** The successful Bidder(s) must be prepared to enter into a **Lease** with the DMD, which Lease shall contemplate the lease of the Property, and all terms related to the tenant's operations. Any **Project Agreement** shall contemplate all easement agreements related to the Project, and shall set forth the nature of the development of the Property. Such Project Agreement may contain goals regarding the use of woman, minority, - Veteran- or disability-owned businesses by the successful bidder, and may also contain requirements regarding the use of project labor agreements and/or other labor standards. All agreements shall incorporate the requirements stated in this RFP and shall

contain a compliance with laws term requiring adherence to all federal, state and local laws, rules and regulations, guidance and notices. By delivery of the Offering Sheet, the Bidder agrees to negotiate the Lease and any Project Agreement in good faith and acknowledges and agrees that if, in spite of good faith negotiations, the Bidder and the DMD cannot reach agreement on a form of Lease or Project Agreement or before sixty (60) days following the acceptance of the bid of such successful bidder, then, such successful bidder shall have no further rights (development or otherwise) in or to the Property and the DMD may re-offer the Property or otherwise dispose of the same as permitted by law.

4. **Minimum Offering Price:** Bidders must make an offer of at least the minimum lease price of \$3.12 per square foot of building space for the space proposed to be leased, which may be all or part of the building (total available space is equal to Two Hundred Forty Eight Thousand Five Hundred and Sixty Dollars (\$248,565.00) per year).

DISPOSITION MAP



End of Section C: Offering Sheet

Attachment #1
PROPOSAL FOR LEASE & OPTIONAL PROJECT DESCRIPTION

3033 Moore Avenue

Size: 3.933 Acres

Local Parcel # 1105293

Current zoning: I-3U

Legal Description:

CHRISTIANS E WASH ST ADD L24 & L55 THROUGH L64 & PT L21 THROUGH L23 & P.R.
MALLORY CO RESUB PT L2 BEG NW COR L2 P.R. MALLORY SUB N 25' E 374.44' S13.17' E 30.7'
SE 119.12' S 33.02' E 15' NE36.84 SE34.86 W 991.15' N 44.22' W105.2 N 145' E 556' TO BEG
3.933 AC.

SIGNIFICANT PROPOSAL TERMS:

- PRICE PER SQ FT: _____
- OPTIONS: _____
- SQ FT LEASED: _____

PROPOSED USE*:

BIDDER'S NAME:

(Corporate Name or Authorized Representative)

BIDDER'S ADDRESS:

* Attach additional sheets if necessary (10-12 pages maximum). Detailed description of proposal should be submitted herewith as a part of Attachment #1, "Proposal for Lease & optional Project Description".

Attachment #1 (Cont.)
PROPOSAL FOR LEASE & OPTIONAL PROJECT DESCRIPTION

PROJECT DESCRIPTION [Optional]

Please provide a narrative description, as well as any maps, drawings, or other renderings available of the project proposed, including the specific information requested below. Please limit response to no more than 10 pages.

1. Identify the scope of proposed development, as well as whether proposed development includes any other arrangements which include adjacent or nearby properties.
2. Describe the type of proposed construction.
3. Provide a development schedule and cost analysis with regard to each stage and/or part of the proposed project.
4. Provide bidder's preliminary plan to finance project. A detailed financial plan including funding types and sources, any proposed public participation in the financing, evidence of solvency and financial stability will be required prior to project award.

The undersigned having familiarized itself with the present conditions on the Property identified in Section C: Offering Sheet – Legal Description, hereby offers to lease from the DMD, that certain Property in the City of Indianapolis, Indiana, described in RFP-BRP-01-16

I certify that I am authorized to represent the bidder.

Attachment #1 (Cont.)
PROPOSAL FOR LEASE & OPTIONAL PROJECT DESCRIPTION

IN WITNESS WHEREOF, the undersigned has caused its name and seal to be subscribed
this ____ day of _____, 2016.

RESPECTFULLY SUBMITTED,

BIDDER:

(Name of Firm or Individual)

BY:

(Signature)

(Printed Name)

(Title)

ADDRESS:

(Street)

(City, State, Zip Code)

(Telephone Number)

(Fax Number)

(Email Address)

Acceptance or rejection of this proposal shall be sufficiently delivered if: (i) deposited with the United States Postal Service by certified mail, postage pre-paid, return receipt requested; (ii) delivered personally to the bidder at the address set forth in the following; (iii) faxed to the bidder at the fax number set forth in the following; or (iv) emailed to the bidder at the email address set forth in the following

ATTACHMENT #2
STATEMENT OF BIDDER'S QUALIFICATIONS

The successful bidder(s) must demonstrate that they have the industry, knowledge, experience and financial capability to successfully meet the terms of a lease and any project agreement. Supply the following information regarding bidder's ability and capacity to lease the Property and to develop any project as described in Attachment #1. If the information is not relevant to your Lease proposal, please mark "NA" after the numbered item.

1. Name and permanent address of bidder.
2. Please indicate the type of organization and legal description of entity, if not an individual doing business in his or her own name, and the legal name of such entity, if not indicated above (i.e., corporation, non-profit or charitable institution or corporation, partnership, business association or joint venture, government or instrumentality thereof, or other).
3. Indicate whether the entity is a subsidiary of or affiliated with any other corporation or any other firm or firms and, if so, please list such corporation by firm or address, specify its relationship with the bidder, and identify the officers and directors or trustees common to the bidder and such other corporation or firm.
4. Date and place of creation of the legal entity submitting this bid.
5. Name(s), address(es), title(s) of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, and investors of the bidder, other than a government agency or instrumentality, as set forth below:
 - a. If the bidder is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - b. If the bidder is a non-profit, charitable institution, or corporation, the members of the board of trustees or board of directors, or similar governing body.
 - c. If the bidder is a partnership, each partner, whether general or limited partner, and either the percent of interest or a description of the character and extent of interest.
 - d. If the bidder is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
 - e. If the bidder is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.
6. General character of work usually performed by bidder.
7. Experience of development team in projects similar to the proposed project.
8. Experience in design and construction of facilities similar to the proposed project.
9. List of pertinent projects which team has designed and constructed.
10. Whether team intends to joint venture or subcontract with other firms, and, if so, the names and qualifications of such firms.

11. Evidence of the financial capability of the team to obtain necessary financing, performance bonds, and insurance to develop the project. A full financial statement may be required prior to project award. Bidder may request that the financial statement be held as confidential information to the extent possible under applicable public access laws.